

27 OCT 1994

**26.0 FCC CERTIFICATION REQUIREMENTS and RESPONSIBILITIES**

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26.1 All FCC providers shall meet the following minimum certification requirements and responsibilities:

- Be at least 18 years old
- Have the ability to speak, read, and write English
- Be physically and mentally capable of caring for children
- Be a responsible, emotionally stable person capable of exercising good judgment in caring for children
- Be free of communicable disease
- Be a military dependent
- Be an authorized resident in government housing
- Be able and willing to undergo prescribed training

26.2 Prior to receiving approval to care for children, the FCC provider's health records shall be reviewed and providers shall have a health screening, to ascertain that they are in good health and free from communicable disease. Providers shall receive the same health screening and required immunizations as CDC employees. Refer to Section 11.

26.2.1 All members of the FCC provider's family, or any other person, residing at that residence shall have required immunizations and TB test.

26.2.2 Records of FCC provider's health requirements and family's immunization should be on file in the provider's home and made available to FCC coordinator/monitor and health inspector.

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- 26.3 FCC providers shall ensure that the rights of all occupants of surrounding quarters to the use and quiet enjoyment of family housing are not compromised by the presence of FCC.
- 26.4 Prospective FCC applicants shall apply using the applications and information release forms and the background clearance forms located in Section 32 of this instruction.
- 26.5 Prospective FCC applicants shall participate in an in-home family interview with the FCC coordinator to determine suitability and appropriateness to work with children.
- 26.6 Prior to providing care each applicant shall receive a minimum of 20 hours initial training (to be accomplished within 6 weeks of applying.) This training will include:
- Orientation of FCC program
  - Business practices, accounting, and taxes
  - Child abuse/neglect reporting/prevention/appropriate touch including DoD Child Abuse Training Modules
  - Basic first aid
  - Cardiopulmonary Resuscitation (CPR) for infants and children (CPR training for adults is also recommended)
  - Heimlich maneuver
  - Food sanitation, nutrition and meal service requirements

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- Communicable diseases, hygiene practices, administration of medications, and documentation of medications administered
- Child growth and development
- Developmentally appropriate practices
- Positive guidance techniques
- Family Day Care Rating Scale (FDCRS)
- Navy FCC Providers' Training Program

26.6.1 After initial training, all providers shall complete a minimum of 2 hours approved training each month thereafter.

- This training will include, but not be limited to, latest child care techniques and procedures for providing safe, developmental child care in a home environment.

26.7 The provider shall arrange for another approved adult (18 years or older, military dependent, living in government housing) to be available to provide back-up support during emergencies or to provide substitute care during vacation or illness. Certified providers shall be responsible for informing back-up provider of Navy and command policies.

26.7.1 Backup support may be another certified FCC home or a substitute in the certified FCC provider's home as long as the substitute meets minimum requirements.

26.7.2 Minimum requirements are defined as CPR and First Aid Training, Child Abuse/Neglect Reporting/Prevention Training, and local background checks.

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- 26.7.3      The FCC coordinator shall be notified of provider's absence and of substitute's presence.
  
- 26.8      The provider shall have a written plan to respond to emergencies including fire evacuation, serious injury, ingestion of poison, and severe weather/natural disasters.
  
- 26.9      The provider shall have a working telephone.
  - 26.9.1      In overseas locations where telephones are not available, an emergency response plan coordinated through FCC coordinator and base security shall be developed.
  
- 26.10      The provider shall maintain a listing of emergency names and telephone numbers posted or readily available for easy reference in emergency situations as well as parents' work numbers.
  - 26.10.1      The provider shall have first aid supplies available for emergencies.
  
- 26.11      The provider shall follow procedures outlined in Section 8 of this instruction when child abuse/neglect is suspected.
  - 26.11.1      Suspected child abuse/neglect must be reported to FCC coordinator within 24 hours.

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26.12 The provider shall make the following information available for parents:

- 26.12.1 The services provided are a private independent, enterprise.
- 26.12.2 The Navy will not be a party to any liability claims incurred by the FCC provider.
- 26.12.3 Fees charged are a private matter between provider and parents.
  - Fees should be agreed upon prior to children being left the first time.
  - Parents should be provided a copy of fees in writing.
- 26.12.4 Hours and days of the week that care will be provided.
- 26.12.5 Written menus for meals and snacks and times served.
- 26.12.6 Written discipline/touch policy.
- 26.12.7 Children's sleeping and eating patterns, or any other information pertinent to the parents.
- 26.12.8 Parents are required to sign their child(ren) in and out on a daily basis.
- 26.12.9 Providers shall post the DoD hot line number in the home.

26.13 The provider shall have the sponsor's written approval before transporting child(ren) by automobile or bus.

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- 26.14 Child safety seats shall be utilized for children under 5 years when being transported in privately owned vehicles.
- 26.15 The provider shall have documentation that personal auto insurance covers transportation of child care children.
- 26.16 The provider shall supervise children at all times.
- 26.17 The provider must inform the FCC coordinator of any accidents or injuries requiring medical attention.
- 26.18 Certification to provide care in government quarters (owned or leased) is valid for 1 year. To become recertified all requirements listed below shall be met:
  - 26.18.1 Complete application form.
  - 26.18.2 Participate in family interview with FCC coordinator.
  - 26.18.3 Complete local installation record checks (IRCs).
  - 26.18.4 Complete annual medical screening requirements for self and family members.
  - 26.18.5 Meet preventive medicine annual checklist requirements.
  - 26.18.6 Meet fire/safety annual checklist requirements.
  - 26.18.7 Ensure all training is updated (CPR, First Aid, child abuse identification and reporting procedures, 2 hours monthly).

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- 26.18.8 Participate in FCC Providers' Training Program.
- 26.18.9 Pay annual insurance fee. (See Section 27.)
- 26.19 Certified providers may go on inactive status for no more than 90 days. If the provider does not return to work, FCC certification will be terminated, and all requirements for annual recertification must be met before caring for children again. (Note: It is strongly recommended that providers continue to attend monthly training while on inactive status.)
- 26.20 The provider shall notify the FCC coordinator at least 30 days before ceasing operation of a FCC home.
- 26.21 A certificate indicating command approval, and the number and ages of children the provider is authorized to care for, shall be posted by the provider.
- 26.22 A window emblem identifying the certified FCC provider, shall be placed so that it is clearly visible to the street.
- 26.23 FCC providers shall have on file a copy of the current family care plan for child enrolled on a regular basis whose sponsor is required to have such a plan (OPNAVINST 1740.4). This requirement applies to single parents and dual military couples.